

APPENDIX 1: STREET NAME AND ADDRESS ASSIGNMENT STANDARDS

A-1-1 PURPOSE AND AUTHORITY

The purpose of this Appendix is to provide for the orderly assignment of street addresses to protect the safety of the general public by facilitating the finding of individual dwellings and businesses for the delivery of public and private goods and services. The Planning Department is the only agency with authority to assign or modify street addresses within the City.

A-1-2 STREET ADDRESS SYSTEM

A-1-2.1 Establishment of Grid System

Market Street and Elm Street are the base lines used in numbering a street in a north/south or east/west direction. Streets running north and south from Market Street shall be numbered starting with the 100 block. Streets running east and west from Elm Street shall be numbered starting with the 100 block.

A-1-2.2 Odd-Even Numbers

Going north and south from Market Street and east and west from Elm Street, EVEN addresses will be on the right hand side of the street while ODD addresses will be on the left hand side of the street.

A-1-2.3 Vacant Properties

Because there is no way of determining how many structures will eventually be built on vacant land within a block, addresses will be assigned so as to provide the flexibility to accommodate change.

A-1-2.4 Corner Lots

Corner lots are assigned two (2) numbers since the unit could face either street. The owner or developer shall be assigned the street address that accommodates the front entrance of the structure at the time of permit application.

A-1-2.5 Street Address Assignment

- (A) Primary Address: Each unit of property will be assigned a primary address. Primary addresses will consist of up to five (5) numerals and will be determined by the block in which the property is located. The determination of block length will be by the City. Single family structures (attached or detached) and townhouses are assigned individual street numbers for each unit.

(B) Secondary Address:

- 1) Duplexes and Multifamily Dwellings: Apartments, duplex buildings, and condominiums are assigned secondary addresses. The secondary address will follow the primary address and a dash and will consist of a number and/or letter. An example would be "1621-A Smith Street" with "1621" being the primary address and "A" being the secondary address. The first unit on the first floor would be "1621-1A Smith Street"; the first unit on the second floor would be "1621-2A Smith Street"; etc.
- 2) Nonresidential Buildings: Office, commercial, and industrial buildings with more than one tenant are also assigned secondary addresses. The secondary address will be a suite number. The first unit on the first floor would be addressed "1621 Smith Street, Suite 101"; the first unit on the second floor would be addressed "1621 Smith Street, Suite 201"; etc.

- (C) Timing: Approval of a final plat is required for single family developments before numbers are assigned. For all other developments, addresses are assigned following preliminary plat or site plan approval. The Enforcement Officer is furnished with an approved plat or site plan on which to assign addresses. The plat or site plan will be kept on file in the Planning Department.

A-1-2.6 Letters Not Used

The letters "I" and "O" will not be used in street addresses.

A-1-3 POSTING OF ADDRESSES

Posting of addresses by the property owner shall be in accordance with Section 26-43 (Posting of Number) of the City Code. Arabic numerals (not spelled-out numbers) shall be used.

A-1-4 CHANGE OF EXISTING ADDRESS

In assigning new addresses, as few existing addresses as possible will be changed. There shall be a processing fee for address changes not initiated by the City.

A-1-4.1 Reasons for Change

Existing addresses may be changed for just cause. Examples of just cause are:

- (A) Street frontage where no addresses were left for vacant lot(s);
- (B) Street name change approved by the City;

- (C) Person unknowingly using the wrong address;
- (D) Rural route and box number being changed to urban street address; and
- (E) Present street address series incorrect or misleading.

A-1-4.2 Notification

The Planning Department will notify all affected local government departments, utility service companies, and the U.S. Postal Service of any new assignment of or change in street address.

A-1-5 STREET NAMES

A-1-5.1 New Streets

The developer shall submit names for new streets contained within proposed developments in accordance with Article VI (Subdivisions: Procedures and Standards). The Technical Review Committee shall approve all street names with right of appeal to the Planning Board.

A-1-5.2 Street Name Changes

Proposed name changes for public and private streets shall be submitted to the Planning Board for its approval. There shall be a processing fee for name changes not initiated by the City.

A-1-6 STREET NAME PREFIX AND SUFFIX

A-1-6.1 Prefixes

- (A) North and South: These prefixes shall only be used for the northern and southern portions of roadways that cross Market Street.
- (B) East and West: These prefixes shall only be used for the eastern and western portions of roadways that cross Elm Street.
- (C) N.C. Highway: This prefix shall be used for all State numbered highways.
- (D) U.S. Highway: This prefix shall be used for all federal numbered routes or roadways (excluding those on the Interstate System).
- (E) Interstate Highway: This prefix shall be used for all federal numbered routes or roadways on the Interstate System.

A-1-6.2 Suffixes

- (A) Street: This suffix shall be used for roadways running generally in a north-south direction.
- (B) Avenue: This suffix shall be used for roadways running generally in an east-west direction.
- (C) Drive, Trail, or Trace: These suffixes shall be used for roadways which follow a wandering alignment in different directions.
- (D) Road: This suffix shall be used for roadways running generally in a diagonal direction or connecting urban areas.
- (E) Boulevard or Parkway: These suffixes shall be used for divided roadways on which the travelways are mostly separated by a park or open median strip.
- (F) Court, Point, or Cove: These suffixes shall be used for cul-de-sacs having circular turnarounds.
- (G) Way or Dale: These suffixes shall be used for short roadways with an exit from one end only (dead end) with no potential for extension.
- (H) Circle: This suffix shall be used for short roadways that are circular or semi-circular in form and intersect the roadways from which they emanate at two different places.
- (I) Place, Lane, or Terrace: These suffixes shall be used for short roadways generally not over a block in length (exit from both ends) with no regard to predominant direction.

A-1-7

STREET NAME SIGNS

For new public and private streets, street name signs shall be installed to standards found in Section 6-13.3(P) and 6-13.3(Q).

APPENDIX 2: MAP STANDARDS

A-2-1 NUMBER OF REVIEW AND FILING COPIES TO BE SUBMITTED

<u>MAP</u>	<u>REVIEW</u>	<u>FILING</u>		<u>Mylar or Sepia Copy</u>	<u>Mylar As-Built</u>
		<u>Prints</u>	<u>(After Plan Approval)</u> <u>Prints</u> <u>Mylar Original</u>		
Sketch Plan	9	4			
Preliminary Plat					
Major Subdivision	9	4			
Minor Subdivision	4	4			
Final Plat	10	10	1	1	
Exclusion Map ^a	4	4			
Annexation Map	9		1("D" drawing)	1	
Plot Plan					
(for building permit) ^b	2				
Site Plans/Group Developments:	9 sets	4 sets			
* Site Layout Sheet					
* Water & Sewer Utility Sheet					
* Grading & Erosion Control/Watershed Development Plan Sheet					
* Landscaping Plan Sheet					
Street & Utility Construction					
Plans & Profiles	4 sets	7 sets			1 set
Watershed Development Plan	4				
Grading & Erosion Control Plan	5				

^a If a plat is to be recorded, see Final Plat for number of copies to be submitted.

^b Refer to Section 3-11.1 (Applicability) to determine when a plot plan is required.

A-2-2 REQUIRED INFORMATION ON MINOR AND MAJOR SUBDIVISIONS, EXCLUSIONS, ANNEXATIONS, EROSION CONTROL/WATERSHED DEVELOPMENT PLANS, AND SITE PLANS/GROUP DEVELOPMENTS

Maps and/or plans submitted to the Planning Department for review shall contain the following information. An "X" indicates required information. Information required on Site Plan sheets is indicated as follows: "A" means inclusion on all sheets, "S" means inclusion on Site Layout sheet, "U" means inclusion on Utility sheet, "E" means inclusion on Erosion Control/Watershed Development sheets, and "L" means inclusion on Landscaping sheet. Depending on the scale or complexity of the development, any or all the sheets may be combined. Additional information may be required for approval of the Site Plan. The Enforcement Officer may waive specific requirements when he determines they are not necessary to complete the review. A site layout sheet meeting the requirements of Article VI may serve as a preliminary subdivision plat. "ECP" means Erosion Control Plan; "WDP" means Watershed Development Plan.

<u>Information</u>	Minor & Major Subdivisions						<u>Site Plan/ Group Dev</u>
	<u>Sketch Plan</u>	<u>Prelim Plat</u>	<u>Final Plat</u>	<u>Exclusion Map</u>	<u>Annexation Map</u>	<u>ECP/ WDP</u>	
Map or plan size:							
Shall not exceed a maximum size of 24" by 36"	X	X				X	A
May be drawn on more than one sheet with appropriate match lines	X	X	X	X		X	A
Use standard 18" by 24" sheet for plats to be recorded, with borders as required by County Register of Deeds; draw original on drafting film, matte both sides, with a thickness of 3 to 4 mil			X				
Title Block containing:							
Name of development	X	X	X			X	A
Type of map or plan (sketch plan, preliminary plan, etc.)	X	X	X	X	X	X	A

<u>Information</u>	Minor & Major Subdivisions						<u>Site Plan/ Group Dev</u>
	<u>Sketch Plan</u>	<u>Prelim Plat</u>	<u>Final Plat</u>	<u>Exclusion Map</u>	<u>Annexation Map</u>	<u>ECP/ WDP</u>	
Title Block containing (continued):							
Location (including address, city, township, county, & state)	X	X	X	X	X	X	A
Date map prepared and revised	X	X	X	X	X	X	A
Scale of drawing in feet per inch (drawing shall not be at a scale of less than 1 inch = 200 feet)	X	X	X	X	X	X	A
Bar graph		X	X	X	X	X	A
Name, address, and telephone number of preparer (licensed surveyor, engineer, or architect)	X	X	X	X	X	X	A
Owner's name, address, and daytime telephone number	X	X	X	X	X	X	A
Developer's name, address, and daytime telephone number (if different from owner's)	X	X	X			X	A
Zoning of property and of adjoining properties	X	X	X				S,L
Existing land use of property and of adjoining properties	X	X		X			S,L
Plat book or deed book references		X	X	X	X		S
Names of adjoining property owners (or subdivisions or developments of record with plat book reference)		X	X	X	X		S
Tax map, block, & parcel(s) numbers	X	X	X	X	X		S

<u>Information</u>	Minor & Major Subdivisions			<u>Exclusion Map</u>	<u>Annexation Map</u>	<u>ECP/ WDP</u>	<u>Site Plan/ Group Dev</u>
	<u>Sketch Plan</u>	<u>Prelim Plat</u>	<u>Final Plat</u>				
Vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner at a scale of 1 inch = 2000 feet)	X	X	X		X	X	A
City limits, county lines, and other jurisdiction lines, if any (showing existing and new city limits on annexation maps)	X	X	X	X	X		A
Registration & seal of land surveyor			X				
North arrow & orientation (North arrow shall not be oriented towards bottom of map)	X	X	X	X	X	X	A
Source of property boundaries signed and sealed by registered land surveyor, engineer, or architect		X					S
Boundaries of the property:							
Represented distinctly and accurately and showing all distances		X	X	X	X	X	A
Tied to nearest street intersection or U.S.G.S. monument		X	X				S
Showing locations of intersecting boundary lines of adjoining properties		X	X	X	X		S
Location and descriptions of all monuments, markers, and control corners			X				

<u>Information</u>	Minor & Major Subdivisions						<u>Site Plan/ Group Dev</u>
	<u>Sketch Plan</u>	<u>Prelim Plat</u>	<u>Final Plat</u>	<u>Exclusion Map</u>	<u>Annexation Map</u>	<u>ECP/ WDP</u>	
Existing property lines (if existing property lines are to be changed, label as "old property lines" and show as dashed lines)	X	X	X	X			S
Dimensions, location, and use of all existing and proposed buildings; distances between buildings measured wall-to-wall at the closest point; distance from building wall measured at right angle to closest property line	X	X		X			S
Proposed building locations for twin home or zero side setback developments	X	X					
Name of any property or building on the National Register of Historic Places or of any locally designated historic property		X	X	X			S
Railroad lines and rights-of-way	X	X	X	X	X	XA	
Watercourses, ponds, lakes, and streams	X	X	X	X	X	XA	
Marshes, swamps, and other wetlands	X	X				XA	
Areas to be dedicated or reserved for the public or a local jurisdiction	X	X		X			A
Areas designated as common area or open space under control of an Owners' Association	X	X		X			S
Location, dimensions, and details of proposed clubhouses, pools, tennis courts, tot lots, or other common area recreation facilities							S,L
Location of floodway & floodway fringe lines from Flood Insurance Rate Maps and cross-section elevations	X	X	X	X	X	XA	

Information

Existing and proposed topography on property and 100 feet beyond property showing existing contour intervals of no greater than 5 feet (2 feet where available); and label at least two contours, including all 10 foot contours from mean sea level

Proposed lot lines & dimensions

Lots numbered consecutively

Square footage of all proposed lots under one (1) acre in size

Acreage for all lots over one acre

Site calculations including:

Acreage in total tract

Acreage in public drainageway and open space

Total number of lots proposed

Linear feet in streets

Area in newly dedicated right-of-way

Location of areas approved by County Health Department for land application, soil evaluation table (found in Section A-2-3), and approval signatures from Health Department, for projects not served by public sewer and water

Manufactured dwelling parks:

Show location of manufactured dwelling spaces and whether for single- or double-wide dwellings

Show typical diagram of manufactured dwelling space

Location of designated recreation area and facilities

Minor & Major Subdivisions

Sketch
Plan
X

Prelim
Plat
X

Final
Plat

Exclusion
Map

Annexation
Map

ECP/
WDP
X

Site Plan/
Group Dev
U,E

X

X

X

X

S

X

X

X

X

X

X

X

X

X

X

X

X

X

X

A

X

X

X

S,L

X

X

X

S

X

X

X

S

X

X

S

X
(soil eval.
table only)

X

S

S

S

S

<u>Information</u>	<u>Minor & Major Subdivisions</u>			<u>Exclusion</u>	<u>Annexation</u>	<u>ECP/ WDP</u>	<u>Site Plan/ Group Dev</u>
	<u>Sketch Plan</u>	<u>Prelim Plat</u>	<u>Final Plat</u>	<u>Map</u>	<u>Map</u>		
Dimensions and location of all parking areas; total provided & minimum required number of parking spaces; driveways; service areas; off-street loading facilities; and pedestrian walkways							S,L
Location of each parking space, angle of parking, & typical dimensions							S
Street data illustrating:							
Existing and proposed rights-of-way (R/W) within and adjacent to property showing:							
R/W Lines	X	X	X	X	X	X	S
total R/W width	X	X	X	X	X	X	S
R/W width from centerline of existing streets		X	X	X	X	X	S
Existing and proposed streets showing:							
pavement or curb lines	X	X		X		X	S
pavement width (face-to-face)	X	X		X		X	S
cul-de-sac pavement radius	X	X		X		X	S
existing & proposed street names (refer to street name standards)	X	X	X	X	X	X	A

<u>Information</u>	Minor & Major Subdivisions						
	<u>Sketch Plan</u>	<u>Prelim Plat</u>	<u>Final Plat</u>	<u>Exclusion Map</u>	<u>Annexation Map</u>	<u>ECP/ WDP</u>	<u>Site Plan/ Group Dev</u>
Location, dimension, & type of all easements	X	X	X	X	X	X	A

Utility Layout Plan showing connections to existing systems, line sizes, material of lines, location of fire hydrants, blowoffs, valves, manholes, catch basins, force mains, etc. for the following types of utility lines:							
Sanitary sewer		X					U
Water distribution		X					U
Storm sewer		X					U

Erosion control/watershed information including:							
Construction sequence						X	E

Areas to be disturbed, number of disturbed acres, and percentage of tract disturbed						X	E

% slope						X	E

Areas and % of tract to be left undisturbed, number of acres, type of ground cover, and % of tract to be covered by natural or stabilizing vegetation						X	E

Built-upon area including streets, roofs, patios, parking areas, sidewalks, & driveways; and the total area covered						X	E

<u>Information</u>	Minor & Major Subdivisions			<u>Exclusion Map</u>	<u>Annexation Map</u>	<u>ECP/ WDP</u>	<u>Site Plan/ Group Dev</u>
	<u>Sketch Plan</u>	<u>Prelim Plat</u>	<u>Final Plat</u>				
Erosion control information including (continued):							
The shortest distance to the nearest applicable floodway identified on the applicable Federal Emergency Management Agency (FEMA) Map						X	E
Soil erosion and sedimentation control measures, including the design, locations, dimensions, and calculations						X	E
Permanent watershed protection controls including pond locations and types, maintenance and access easements, water quality conservation easements, and natural filtration and infiltration areas			X			X	S,E
Pond maintenance responsibility note(s) if pond(s) required			X			X	E
Stormwater network including swales, drain pipes, ditches, streams, culverts, inlet and outlet structures with grades, elevations, dimensions, and hydraulic calculations						X	U,E
Seeding specifications including seedbed preparation, seeding rates, and schedule						X	E
Soil types as shown in the Guilford County Soil Survey						X	E
Watershed classification(s), and any watershed boundary lines or WCA tier lines on the property or nearby						X	E

<u>Information</u>	Minor & Major Subdivisions						
	<u>Sketch</u> <u>Plan</u>	<u>Prelim</u> <u>Plat</u>	<u>Final</u> <u>Plat</u>	<u>Exclusion</u> <u>Map</u>	<u>Annexation</u> <u>Map</u>	<u>ECP/</u> <u>WDP</u>	<u>Site Plan/</u> <u>Group Dev</u>
Erosion control information including (continued):							
Engineer's certification statement if required by Ordinance			X			X	E
Landscaping Information including:							
Location of Street Planting Yard, Planting Yards, and parking lot plantings							S,L
Location, species, size (caliper or DBH), number, spacing, and height of trees & shrubs in planting areas (if existing vegetation is to be preserved, indicate approximate height & species mix)							L
Size of Planting Yards, walls, berms, & fences							S,L
Provisions for soil stabilization, plant protection, & maintenance access							L
Location & description of barriers to protect any vegetation from damage both during & after construction							L
Location and dimensions of central mail structure(s)							S
Location and screening of dumpsters/ compactors (show pad dimensions)							S,L

<u>Information</u>	Minor & Major Subdivisions			<u>Exclusion</u> <u>Map</u>	<u>Annexation</u> <u>Map</u>	<u>ECP/</u> <u>WDP</u>	<u>Site Plan/</u> <u>Group Dev</u>
	<u>Sketch</u> <u>Plan</u>	<u>Prelim</u> <u>Plat</u>	<u>Final</u> <u>Plat</u>				
Location and size of existing freestanding signs		X					S
Certificates:							
(See A-2-3 Map Certificates for format. Certificates should be placed along left border of map)							
Survey and Accuracy signed by surveyor and attested by Notary Public (maximum allowable error: 1:5,000 or 20 seconds per angle)		X					
Ownership and Dedication signed by owner(s)		X					
Approval for Recordation		X					
Approval by Division of Highways of the N. C. Department of Transportation		X					
Statement that no approval is required by Division of Highways of the N.C. Department of Transportation		X					
Acknowledgement of Notary Public by County Register of Deeds		X					
Soil Evaluation Table (if applicable)		X					

A-2-3 MAP CERTIFICATES

(A) Survey and Accuracy (attested by Notary Public):

"I, _____, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM (AN ACTUAL SURVEY MADE UNDER MY SUPERVISION) (DEED DESCRIPTION RECORDED IN BOOK __, PAGE __ETC.) (OTHERS); THAT THE ERROR OF CLOSURE IS 1:___; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOK __, PAGE __; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S.47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND SEAL THIS __ DAY OF __, A.D. 19__.

SEAL OR STAMP

SURVEYOR

REGISTRATION NUMBER

"NORTH CAROLINA, _____ COUNTY

I, A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT _____, A REGISTERED LAND SURVEYOR, PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT. WITNESS MY HAND AND OFFICIAL STAMP OR SEAL, THIS __ DAY OF __, 19__.

SEAL-STAMP

NOTARY PUBLIC
MY COMMISSION EXPIRES:

"

(B) Ownership and Dedication:

THE UNDERSIGNED HEREBY ACKNOWLEDGE(S) THIS PLAT AND ALLOTMENT TO BE __ FREE ACT AND DEED AND HEREBY DEDICATE(S) TO PUBLIC USE AS STREETS, PLAYGROUNDS, PARKS, DRAINAGEWAY AND OPEN SPACES, AND EASEMENTS FOREVER ALL AREAS SO SHOWN OR INDICATED ON SAID PLAT, AND AUTHORIZE(S) THE (CITY) (TOWN) (COUNTY) OF _____ TO RECORD THIS PLAT IN THE OFFICE OF THE REGISTER OF DEEDS OF GUILFORD COUNTY, N.C.

WHEN GRADE OF ADJACENT PROPERTY DOES NOT CONFORM TO THE STREET GRADE, AN EASEMENT IS IN EFFECT FOR THE PURPOSE OF SLOPING EMBANKMENTS FROM STREET GRADE LEVEL AT THE PROPERTY LINE HAVING A SLOPE RATIO OF THREE FEET HORIZONTAL FOR EACH FOOT OF VERTICAL DIMENSION.

SIGNED

(C) Approval for Recordation:

APPROVED BY THE PLANNING DEPARTMENT OF _____, NORTH CAROLINA ON THE __ DAY OF __, 19__ PURSUANT TO THE DEVELOPMENT ORDINANCE.

PLANNING DIRECTOR

CITY CLERK

(D) Approval by Division of Highways of the North Carolina Department of Transportation (NCDOT):

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
PROPOSED SUBDIVISION ROAD
CONSTRUCTION STANDARDS CERTIFICATION

APPROVED _____
DISTRICT ENGINEER

DATE _____

(E) Statement No Approval Is Required by NCDOT Division of Highways:

THIS PLAT DOES NOT REQUIRE A CERTIFICATE OF APPROVAL BY THE DIVISION OF HIGHWAYS AS PROVIDED IN GSS. 136-102.6, SUBSECTION (g).

SIGNED _____
PLANNING DIRECTOR

DATE _____

(F) Acknowledgement of Notary Public by County Register of Deeds:

NORTH CAROLINA - GUILFORD COUNTY
THE FOREGOING CERTIFICATE(S) OF

A NOTARY PUBLIC OF SAID COUNTY IS
(ARE) CERTIFIED TO BE CORRECT

THIS _____ DAY OF _____, 19_____

REGISTER OF DEEDS

DEPUTY REGISTER OF DEEDS

(G) Surveyor's Certification (Plat Shall Contain One of The Following):

- 1) That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- 2) That the survey is located in such portion of a county or municipality that is is unregulated as to an ordinance that regulates parcels of land;
- 3) That the survey is of an existing parcel or parcels of land;
- 4) That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision;
- 5) That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of his or her professional ability as to provisions contained in 1 – 4 above

SIGNED AND SEALED

(H) Soil Evaluation Table:

If any lots are not provided with municipal sanitary sewer service, the final plat shall show the following Certificate of Approval from the Environmental Health Division:

THE APPROVED RECORDED AREAS WERE EVALUATED UNDER JANUARY 1, 1990 RULES AND REGULATIONS AND ARE VALID UNTIL SUCH TIME THAT THESE RULES CHANGE. THIS APPROVAL DOES NOT CONSTITUTE AN IMPROVEMENT PERMIT.

	Application	Available	Type of			
Lot #	Rate	Area (Sq. Ft.)	System	Date	Sanitarian	

The approved area will be circled on the plat; and if multiple areas are available on the lot, they will be designated with letters.

APPENDIX 3: REQUIRED INFORMATION FOR STREET AND UTILITY PLAN AND PROFILE SHEETS

Information:

Stormwater drainage calculations shall be submitted with site drainage sheet along with construction plans and profiles on all projects.

Map size:

Plans and profiles submitted shall be on sheets 24" x 42" in size. Plans and profiles submitted for public streets or utilities shall be from mylar sheets furnished by the City.

Cover sheet (e.g. preliminary plan) showing layout of overall development (key map with sheet index required for all projects involving over 10 sheets)

Vicinity map on cover sheet (typically drawn in upper right corner)

User fee schedule at top of cover sheet

Name and limits of roadway or utility line

Name of development

Owner's name

Location (including city, township, county, and state)

Date sheet prepared and revised

Name, address, and telephone number of plan preparer (registered engineer)

Engineer's seal registered and licensed in North Carolina

North arrow and orientation (sheets will not be accepted for review with north facing toward the bottom of sheet)

Profile vertical and horizontal scales:

Public streets and utilities (horizontal scale: 1"=40'; vertical scale: 1"=4')

Private streets and utilities (horizontal scale: 1"=40'; vertical scale: 1"=4')

Intersecting property lines and lot numbers of lots adjoining the streets

Existing and proposed railroads and rights-of-way

Existing and proposed watercourses, culverts, and storm drains

Right-of-way lines and right-of-way width dimensions

Existing and proposed street lines and pavement widths

Existing and proposed cul-de-sac lines with radius of pavement and of right-of-way

Existing and proposed street names

Typical street cross-section

Location and dimension of all utility and other easements

Utility layouts for: sanitary sewer lines, storm sewer lines, water distribution lines, and other drainage facilities illustrating connections to existing utility systems, indicating line or pipe sizes and materials, locations of fire hydrants, valves, blowoffs, manholes, and curb inlets

Show entire intersection on one plan and profile sheet

Show all storm sewer lines in extended view in profile on same street as plan view

Centerline stationing on both plan and profile. Stationing shall run from left side of sheet to right.
Show limits of construction and station number

Plan and profile of stubbed streets shall be extended approximately 200 feet beyond limits of construction

Independent stationing of water and sanitary sewer lines

Elevations where storm sewer, sanitary sewer, or water lines cross

Work not done by contractor shall be indicated by note and arrow

Elevation and station at all match lines and intersections

Profile grade (in percent)

Existing topography on profile shown by dashed line

Top of curb elevation (in plan view) indicating curb radii, point of curvature, and point of tangency

Design engineering data for all curves (horizontal and vertical)

Intersecting grades and drainage flows on side streets shown for approximately 300 feet

Detail sheets showing manholes, fire hydrants, catch basins, street cross-sections, etc.

Approval notation (as designated by City)

APPENDIX 4: MINIMUM LOT SIZES IN RM AND GO DISTRICTS

The following table applies the minimum lot area requirements of Table 30-4-6-4 to show the minimum lot area to accommodate a given number of dwelling units and, conversely, the maximum number of dwelling units on a tract of a given area. The user should be aware that the figures in this table set absolute maximums; one should not assume that a number in the table represents a "right" to that number of dwelling units or even an "expected achievable density" on a particular tract.

Every multifamily development is required to meet all applicable standards in Section 30-4-6.2 (Multifamily Districts) and in other sections of this Ordinance. The probability that a given tract can attain the maximum number of dwelling units shown in the table increases if: 1) the tract is large; 2) it has a regular shape; 3) it has good topography; 4) a new development, rather than an addition to an existing development, is proposed; 5) the zoning district is one of the lower-density multifamily zones; and 6) the developer is flexible about building type (as opposed to being committed to one-story construction, for example).

Refer to the definition of lot area (Section 30-2-2.9), to Section 30-4-6.2(C)3 (Multifamily Developments Divided by Streets), and to Section 30-4-6.2(C)4 (Multifamily Developments Including Dedicated Drainageway and Open Space), all of which may have a bearing on the number of dwelling units permitted.

None of the RM or GO districts is directly comparable, in terms of maximum density, to any previous City zoning district. More often than not, the maximum density figure for a given tract will be different (lower or higher) than it was under previous zoning. If an existing development built in conformance with a previous ordinance now has more dwelling units than the new zoning district would permit on an identically sized tract, that development is simply nonconforming. There is no requirement to remove dwelling units. Conversely, if the new zoning district would permit more dwelling units than what was built under the previous ordinance, it would be possible in theory to add dwelling units. In practice, however, it is apt to prove quite difficult - for two reasons. First, the original plan of development probably utilized the entire site, as opposed to setting aside room for expansion; an effort to place additional units into a space not designed to accommodate them would likely not promote beneficial development of the community. Secondly, the mere fact that an identically sized vacant tract in the same zoning district could be developed with a higher number of dwelling units under this Ordinance is not grounds for approval of any modification or variance.

APPENDIX 5: ILLUSTRATIONS

The following illustrations are designed to provide a visual explanation to selected Sections of this Ordinance. If any illustration appears to be in conflict with this Ordinance, the text within this Ordinance shall rule. Below is a list of each illustration that appears in this Appendix and the Section of this Ordinance that it illustrates.

<u>No.</u>	<u>Illustration</u>	<u>Section Illustrated</u>
A-5.1	Measurement of Building Height	30-2-2.1
A-5.2	Measurement of Lot Depth	30-2-2.9
A-5.3	Minimum Lot Width	30-2-2.9
	Determination of Minimum Building Line.....	30-2-2.9
A-5.4	Determination of Setbacks	30-2-2.10
A-5.5	Street Classifications	30-2-2.12
A-5.6	Zero Side Setback	30-4-6.1(C)2)
A-5.7	Lots Adjoining Public Open Space	30-4-6.1(D)2)
A-5.8	Yard Space Triangles	30-4-6.2(C)2)a)
A-5.9	Accessory Buildings and Structures	30-4-8
A-5.10	Structure Encroachments into Required Setbacks	30-4-7.4(B)
A-5.11	Flag Lot	30-6-13.2(G)1)
A-5.12	Single Family Detached Cluster Development	30-4-6.1(B)
A-5.13	Accessory Dwelling Units on Single Family Lots	30-5-2.3
A-5.14	Typical Manufactured Dwelling Space	30-5-2.50(C)
A-5.15	Application of Landscaping Requirements	Tables 30-5-4-1 and 30-5-4-2
A-5.16	Street Planting Yard	Table 30-5-4-2
A-5.17	Type A & B Planting Yards	Table 30-5-4-2
A-5.18	Type C & D Planting Yards	Table 30-5-4-2
A-5.19	Parking Lot Plantings	30-5-4.4(E), Table 30-5-4-2
A-5.20	Handicap Parking Requirements	30-5-3.1(D)
A-5.21	Loading and Stacking Arrangements	30-5-3.7(C)2), Table 30-5-3-2
A-5.22	Parking in Residential Districts	30-5-3.5(C)
A-5.23	Flood Hazard Boundaries	30-7-5.4
A-5.24	Rural Family Occupation	30-5-2.67
A-5.25	Fence or Wall Height for Residential Uses	30-4-9.6(A)
A-5.26	Parking Space Geometric Design Standards	Table 30-5-3-2
A-5.27	Property Separation and Use Separation	30-5-2.2(A)
A-5.28	Drainageway and Open Space Dedication	30-6-13.7(C)
A-5.29	to	
A-5.39	RESERVED	
A-5.40	Calculation of Sign Area and Height	30-5-5.7
A-5.41	Types of Signs	30-2-2.11
A-5.42	Spacing Requirements Between Freestanding Signs	Table 30-5-5-2